

DEVELOPMENT CODE

ARTICLE 151.18 **SITE PLAN**

151.18.001	Purpose
151.18.002	Site Plan Required
151.18.003	Exemptions
151.18.004	Presubmittal Meeting
151.18.005	Modified Site Plans
151.18.006	Site Plans
151.18.007	Parking Lot Plans
151.18.008	Completion of Project Documents
151.18.009	Significance of Approval
151.18.010	Fees

Section 151.18.001

Purpose

The purpose of this Article is to address the submittal process for commercial, industrial, and multi-family residential developments.

Section 151.18.002

Site Plan Required

Site plans or modified site plans are required, except when exempted per Section 151.18.003, for any building construction, use, or new parking lots. All site plan forms and checklists can be found on the City website or in the Department of Community Development.

Section 151.18.003

Exemptions

Developments meeting the following criteria shall be exempt from the requirements to submit a site plan.

- A. Single-family residences and accessory buildings constructed in an approved subdivision in a Single-Family Residence (SFR) or Multi-Family Residence, (MFR) district.

DEVELOPMENT CODE

- B. Manufactured home residences and accessory buildings placed on lots in established mobile or manufactured home parks or approved subdivisions in a Manufactured Home Residence (MHR) and Recreational Vehicle Park (RV) districts.
- C. Multi-family residences consisting of four or fewer units per lot.
- D. When determined by the City, modifications to an existing structure.

Section 151.18.004

Presubmittal Meeting

- A. A presubmittal meeting is required prior to submitting the formal site plan application.
- B. A presubmittal application is required to request the presubmittal meeting
- C. The City will provide the applicant with general written information regarding the proposed development at or after the meeting.

Section 151.18.005

Modified Site Plan Process

Modified site plans apply to modifications and additions to an existing site or use, new sites that do not require the construction of buildings, and any other uses when determined by the City. The modified site plans must meet the minimum site criteria, as applicable, identified in *Section 151.18.005 A and B*. The number of copies of site plan documents submitted shall be indicated on the application form.

A. Submittal Process

Modified site plan submittals shall consist of the following information, as applicable:

1. A modified site plan application form.
2. A site drawing, scaled at an appropriate size, (generally, 20 or 30 scale is appropriate), providing the following information:
 - a. All property lines.

DEVELOPMENT CODE

- b. Building setbacks as required by Development Code *Article 151.22, Establishment of Zoning Districts*.
 - c. Current zoning of the site and all adjacent zoning.
 - d. Dimensions of all buildings.
 - e. Parking and circulation as required by Development Code *Article 151.09, Off-Street Parking and Loading*.
 - f. Buffering and landscaping as required by Development Code *Article 151.15, Landscaping, Walls, Screening and Buffering*, or as determined by the City.
 - g. Utility tie-ins including existing utilities adjacent to the site.
 - h. Americans with Disabilities Act accessibility as required by ADAAG.
 - i. Locations of all existing and proposed access points as required by Development Code *Article 151.17, Access Standards*.
 - j. Site visibility as required by Development Code *Section 151.04.010, Clear Vision Area*, if applicable.
 - k. Locations, dimensions, and descriptions of all existing or proposed easements.
 - l. Drainage patterns on the site indicated with flow arrows.
 - m. Location of all adjacent right-of-ways and existing public improvements.
 - n. Public improvements, if any proposed.
 - o. Any other information the City may deem necessary.
- 3. Clearly readable catalog cutsheets and a luminaire schedule for any new proposed exterior lighting, as required by Development Code *Article 151.11 Outdoor Lighting*.
 - 4. Proof of Ownership and/or Proof of Agency as required by this Article.

DEVELOPMENT CODE

5. Drainage mitigation per either a grading plan or drainage statement.
6. Any other information the City may deem necessary.

B. Application Process

1. The application and supplemental information shall be submitted to the City for distribution to all applicable City departments and utility companies for their reviews.
2. After staff completes the review, comments will be sent to the applicant. The applicant will be required to revise and resubmit the plans.
3. City staff grants the final approval. Conditions may be applied.
4. After final approval, the applicant shall submit two sets of vellums and an electronic copy of the approved modified site plan.

Section 151.18.006

Site Plan Process

Developments or uses proposed on vacant or unimproved sites or developments on sites where proposed improvements would not be classified as a modified site plan, as determined by the City, are required to submit a site plan. Site plans must meet the minimum site criteria, as applicable, identified in *Section 151.18.006A and B*. The number of copies of the site plan documents submitted shall be indicated on the application form.

A. Submittal Process.

Site plan submittals shall consist of the following information, as applicable:

1. A site plan application form.
2. A site drawing, scaled at an appropriate size, (generally, 20 or 30 scale is appropriate) providing the following information (multiple sheets may be required to provide information):
 - a. A vicinity map showing lot location and major cross streets.

DEVELOPMENT CODE

- b. A legend.
- c. A north arrow.
- d. Current zoning of the site and all adjacent zoning.
- e. Grading on the site, as required by Development Code *Section 151.04.014, General Regulations*, that includes:
 - (1) Topography
 - (2) Contour lines for existing and proposed elevations at 1-foot intervals
 - (3) Drainage and proposed drainage flows (indicated with flow arrows)
 - (4) Finished floor elevations
 - (5) All slopes identified using percentages
 - (6) All depressed and mounded areas identified with general contour lines and/or proposed elevations
 - (7) Any areas to be used for stormwater detention
- f. A legal description of the site.
- g. All property lines.
- h. Building setbacks as required by Development Code *Article 151.22; Establishment of Zoning Districts*.
- i. Buffering and screening as required by Development Code *Article 151.15, Landscaping, Walls, Screening, and Buffering*.
- j. The location of all existing and proposed structures, including distances from all structures to all lot lines.

DEVELOPMENT CODE

- k. Dimensions of all buildings.
- l. Percentage breakdown of the site covered by structures, concrete, asphalt, and landscaping/pervious surfaces.
- m. Right-of-ways dimensions of all abutting streets, whether public or private, and access to the site.
- n. Parking and circulation as required by Development Code *Article 151.09 Off-Street Parking and Loading*.
- o. Americans with Disabilities Act accessibility as required by ADAAG.
- p. Locations of all existing and proposed access points as required by Development Code *Article 151.17, Access Standards*.
- q. Locations, dimensions, and descriptions of all existing or proposed easements.
- r. Location of the pedestrian route as required by Development Code *Article 151.09. Off-Street Parking and Loading*.
- s. Outdoor recreation and amenity areas.
- t. Service areas such as mail, delivery, and loading zones.
- u. Trash disposal method and location. Include the dumpster enclosure detail if appropriate. Show trash compactor(s) if proposed.
- v. Utility tie-ins including existing utilities adjacent to the site.
- w. The location of the nearest existing and future fire hydrant(s).
- x. Street or alley right-of-ways to be dedicated and/or improved pursuant to the requirements of Development Code *Article 151.08.001.J, Dedication and Improvement*.
- y. Sidewalks, building entrances, open spaces, and plazas.

DEVELOPMENT CODE

- z. Site Visibility as required by Development Code *Section 151.04.010, Clear Vision Area*, if applicable.
 - aa. Landscaping and irrigation design as required by Development Code *Article 151.15, Landscaping, Walls, Screening, and Buffering* and *Article 151.16 Water Conservation*.
 - bb. Traffic Control Devices as required by Development Code *Article 151.08, Public Facilities Standards*.
 - cc. Oil and grease separator locations as required by Development Code *Article 151.09, Off-Street Parking and Loading*.
 - dd. Bike racks as required by Development Code *Article 151.09, Off-Street Parking and Loading*.
 - ee. Proposed free-standing sign locations as required by Development Code *Article 151.10, Sign Regulations*.
 - ff. Street light locations as required by Development Code *Section 151.08.008, Electrical Service Design and Construction*.
 - gg. Any other information the City may deem necessary.
- 3. Building Elevations Drawings. Provide elevations of all principal and accessory buildings. The drawings need to include indications as to how rooftop mechanical equipment is screened.
 - 4. Clearly readable catalog cutsheets and a luminaire schedule for any proposed exterior lighting as required by Development Code *Article 151.11, Outdoor Light Control*.
 - 5. A Geotechnical Report is required, when determined by the City, for all new buildings. The Developer can submit a Geotechnical Report for the entire site with appropriate information for each building pad or submit a report for each individual development on the site. An Arizona registered civil engineer is required to prepare the Report. The report shall meet the requirements of Development Code *Article 151.04.014, Grading Requirements*.
 - 6. A Site Hydrology Report. A site hydrology report shall be prepared by an Arizona registered civil engineer. The Site Hydrology Report should conform to the requirements criteria in

DEVELOPMENT CODE

Development Code *Section 151.08.006, Surface Drainage and Storm Sewer Systems*. The City will review the report for accuracy.

7. A Traffic Impact Report. The City may request that the Developer and/or other responsible parties submit a transportation impact report as per Development Code *Section 151.19.003, Subdivision Procedures and Requirements, Preliminary Plat Stage*.
8. A Native Plant Salvage application (for undisturbed sites that are 1 acre or greater), per Development Code *Article 151.15, Walls, Landscaping, Screening and Buffering*.
9. Proof of Ownership and/or Proof of Agency.
 - a. A title report issued not more than 30 days prior to the date of the Site Plan submittal.
 - (1) If the land is owned by a corporation, a corporate resolution is required designating the individual to act as the agent. The Corporate Resolution must be certified with the Corporate seal.
 - (2) If the land is owned by a partnership, a written document, signed by all partners, designating the individual to act as the agent is required.
 - (3) If the land is owned by an individual, a written document, signed by the owner designating the individual to act as the agent is required.
10. Development Phasing. For any development proposed to be constructed in phases, the Developer must first submit a master plan for the entire site for approval by the Committee and then submit a site plan for the individual pads.
11. Any other information that the City may deem necessary.

B. Application Process

1. The application and supplemental information shall be submitted to the City for distribution to all applicable City departments and utility companies for their reviews. The Developer is encouraged to contact applicable utility companies either prior or during the review process.
2. After staff completes the review, comments will be sent to the applicant. The applicant will be required to revise and resubmit the plans.

DEVELOPMENT CODE

3. All final site plans are presented to the Committee for final approval. The Committee shall determine approval based on consideration of all applicable code requirements. Any aggrieved person can appeal the Committee's decision per Development Code *Article 151.03.006, Administration and Enforcement*.
4. After final approval the Developer is required to submit two sets of vellums and an electronic copy of the approved site plan.

Section 151.18.007

Parking Lot Plans

Parking lot plans apply to existing parking lots that are to be either restriped or resealed.

A. Submittal Requirements

1. Parking lot plan submittals shall consist of the following information, as applicable:
 - a. An 11 X 17 striping plan showing dimensions of all access aisles and parking stalls.
 - b. Handicapped accessibility as required by ADAAG.

B. Application Requirements.

1. The parking lot plan shall be submitted to the City for distribution to all applicable City departments.
2. After staff completes the review, comments will be sent to the applicant. The applicant will be required to revise and resubmit the plans.
3. City staff grants the final approval. Conditions may be applied.

Section 151.18.008

Significance of Approval

Final modified site plan and site plan approval of a development is valid for two years from the date of approval.

DEVELOPMENT CODE

- A. A project that has not started construction and has not been issued a building permit two years after final approval, shall be required to revise the site plan to meet any new Development Code requirements.
- B. A site plan that has started construction, as determined by the City, within the two-year validity period, shall be considered vested and not required to meet new Development Code requirements.

Section 151.18.009

Completion of Project Documents

- A. As-built drawings will be required for storm detention basin input and output structures.
- B. Site work that is not completed to the City's satisfaction, will require, prior to the issuance of a final certificate of occupancy, either a cashier's check or a bond totaling 110 percent of the estimated cost to complete the improvement. An estimate of the remaining work shall be provided to and approved by the City.
- C. Upon completion of the improvement, the City shall return the security to the Developer.

Section 151.18.010

Fees

Development review fees for site plans shall be determined according to a schedule established by Resolution of the Council and posted in the Office of the City Clerk. Parking lot plans shall be exempted from development review fees.